

ENTERPRISE FUNDS

This section contains the budgets for three of the City's Enterprise Funds. Two other enterprise funds for electric and water are located in the Burbank Water and Power section. These funds are used to account for operations financed and operated in a manner similar to a private business enterprise.

The funds in this section include:

Water Reclamation & Sewer Fund	Fund 494
Golf Fund	Fund 495
Refuse Collection & Disposal Fund	Fund 498

Water Reclamation & Sewer Fund

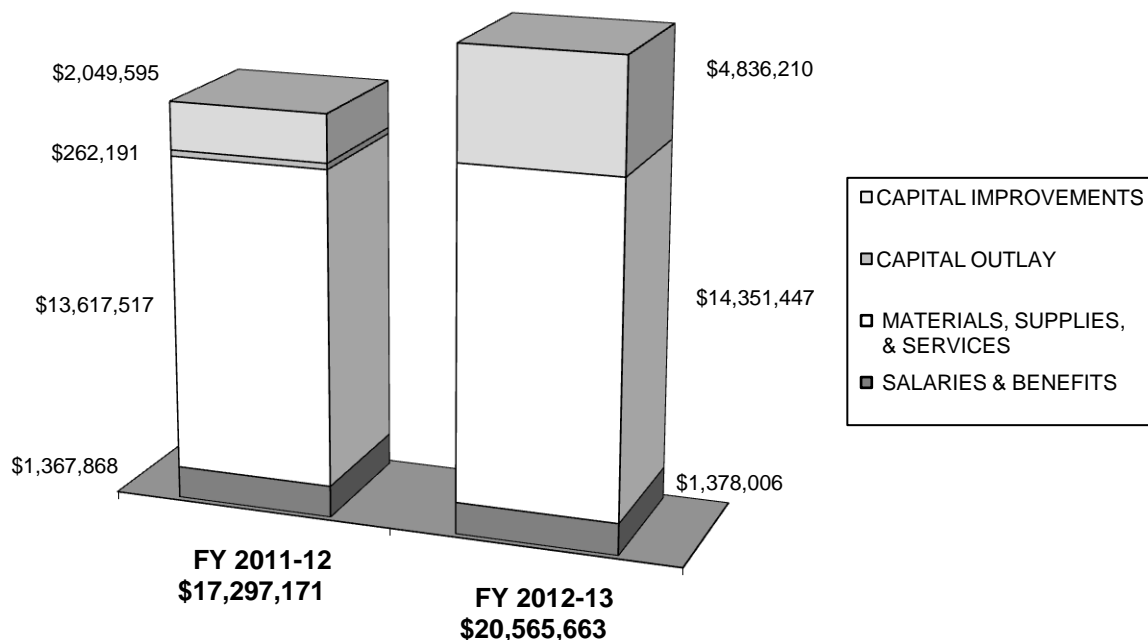
Fund 494

The City's Water Reclamation Plant and Sewer System are run as a separate enterprise, funded exclusively by sewer connection fees and monthly charges. General Fund revenues are not used to support this fund's operations, which is administered by the Public Works Department.

FUND SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	12.200	11.247	11.297	0.050
Revenues and Other Income	\$ 15,332,937	\$ 16,097,409	\$ 16,074,204	\$ (23,205)
Salaries & Benefits	\$ 1,482,093	\$ 1,367,868	\$ 1,378,006	\$ 10,138
Materials, Supplies, Services	12,094,728	13,617,517	14,351,447	733,930
Capital Outlay		262,191		(262,191)
Capital Improvements	21,478,534	2,049,595	4,836,210	2,786,615
TOTAL	<u>\$ 35,055,355</u>	<u>\$ 17,297,171</u>	<u>\$ 20,565,663</u>	<u>\$ 3,268,492</u>

WATER RECLAMATION & SEWER FUND 494 SUMMARY



Water Reclamation & Sewer Fund

Operations Program

The Water Reclamation and Sewer Fund Operations Program is comprised of three sections: Engineering & Design, Industrial Waste Permitting & Inspection, Plant Operations & Maintenance. Operation and maintenance of the City's Water Reclamation Plant, Industrial Waste Monitoring, and some aspects of enforcement are all provided by outside professional services.

Other program functions include issuing sewer permits, collecting and updating sewer fees, preparing reports and studies relating to the City's Sewer Master Plan and infrastructure needs, and coordinating related administrative activities with the City of Los Angeles, state and federal regulating agencies.

PROGRAM SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	4.200	4.247	4.297	0.050
Salaries & Benefits	\$ 613,614	\$ 622,406	\$ 622,982	\$ 576
Materials, Supplies, Services	11,495,151	12,963,615	13,639,224	675,609
Capital Improvements	21,223,568	1,969,595	4,736,210	2,766,615
TOTAL	<u>\$ 33,332,333</u>	<u>\$ 15,555,616</u>	<u>\$ 18,998,416</u>	<u>\$ 3,442,800</u>

Water Reclamation & Sewer Fund

Engineering & Design Section

494PW23A

The Engineering & Design Section provides for present and future needs of the community related to the collection, treatment, and disposal of residential, commercial, and industrial wastewater in compliance with federal, state, and local regulatory agencies; coordinates with other City agencies and organizations for wastewater management; and organizes, plans, and performs all administrative, operational, and maintenance functions for wastewater related facilities and capital improvement projects.

OBJECTIVES

- Administer operation and maintenance contract for the City's Water Reclamation Plant and associated facilities.
- Coordinate with other City departments on projects related to sewage collection, treatment, and disposal.
- Coordinate with City of Los Angeles for all activities related to contracts between Burbank and L.A. for treatment and disposal of wastewater and waste sludge to the L.A. Wastewater Treatment System.
- Coordinate with U.S. Environmental Protection Agency (EPA), Regional Water Quality Control Board, and South Coast Air Quality Management District for regulations pertaining to the Burbank Water Reclamation Plant.
- Plan, design, and execute capital improvement projects for present and future wastewater management facility needs.
- Perform all tasks related to establishment and implementation of sewer service and facilities charges.

BUDGET HIGHLIGHTS

This section provides for professional services to meet U.S. EPA or Water Quality Control Board regulations relating to water quality discharge requirements.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology). This allocation is calculated based on the annual cost allocation study following Federal Office of Management and Budget (OMB) guidelines.

Direct charges reimburse the General Fund's Salary and Benefit costs of the Water Reclamation & Sewer Fund's portion of the City Engineer position, portions of an Administrative Officer in Public Works, and an Information Systems Analyst III position.

SECTION SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	2.100	2.147	2.197	0.050
Salaries & Benefits	\$ 248,184	\$ 291,557	\$ 293,201	\$ 1,644
Materials, Supplies, Services	1,475,651	1,703,059	1,917,602	214,543
TOTAL	<u>\$ 1,723,835</u>	<u>\$ 1,994,616</u>	<u>\$ 2,210,803</u>	<u>\$ 216,187</u>

Water Reclamation & Sewer Fund

Industrial Waste Permitting & Inspection Section

494PW23B

The Industrial Waste Permitting & Inspection Section provides industrial/commercial waste management to fully comply with federal, state, and local regulations.

OBJECTIVES

- Develop and enforce the local pretreatment program and enforcement regulations in full conformance with the U.S. EPA, California Regional Water Quality Control Board, State Water Resources Control Board, and other local agency regulations.
- Coordinate with appropriate federal, state, and local agencies in regard to industrial/commercial wastewater management.
- Administer the contract for field activities of the local pretreatment program/enforcement.
- Plan, develop, and execute industrial waste capital improvement projects.
- Administer and enforce the City's Stormwater Management Plan.

BUDGET HIGHLIGHTS

The Private Contractual Services account provides for the contract operation of the Industrial Pretreatment Program, outside laboratory services and funding for the Stormwater Management Plan to comply with the National Pollution Discharge Elimination System (NPDES) permit. Refer to the Professional Services Agreements (PSA) listing in the Appendix for detailed information on services provided.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	1.250	1.250	1.250	
Salaries & Benefits	\$ 284,089	\$ 185,870	\$ 185,486	\$ (384)
Materials, Supplies, Services	1,512,664	1,552,661	1,596,358	43,697
TOTAL	\$ 1,796,753	\$ 1,738,531	\$ 1,781,844	\$ 43,313

Water Reclamation & Sewer Fund

Plant Operations & Maintenance Section

494PW23C

The Plant Operations and Maintenance Section provides the treatment and disposal of residential, commercial, and industrial wastewater generated in the City, and protects the receiving water quality.

OBJECTIVES

- Treat approximately 9 million gallons per day of industrial, commercial, and residential wastewater at the City's Water Reclamation Plant.
- Treat approximately 3 million gallons per day of wastewater and sludge at the City of L.A. Hyperion Treatment Plant.
- Oversee contract operation of the City's Water Reclamation Plant.
- Coordinate with U.S. EPA, State Water Resources Control Board, and California Regional Water Quality Control Board relative to obtaining necessary permits, reporting requirements, etc.
- Evaluate, plan, design, and execute capital improvement projects needed to meet the NPDES permit requirements, etc.

BUDGET HIGHLIGHTS

The Governmental Services account funds the City's share for sewage treatment and disposal to the City of Los Angeles Wastewater Treatment System per a contract agreement. The appropriation is based on City of Los Angeles projections.

The BWP Billing Service account pays for the cost of billing service charges. BWP bills and collects revenues from all sewer customers for the Public Works Department.

Indirect Charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	0.850	0.850	0.850	
Salaries & Benefits	\$ 81,341	\$ 144,979	\$ 144,295	\$ (684)
Materials, Supplies, Services	8,506,836	9,707,895	10,125,264	417,369
Capital Improvements	21,223,568	1,969,595	4,736,210	2,766,615
TOTAL	\$ 29,811,745	\$ 11,822,469	\$ 15,005,769	\$ 3,183,300

Water Reclamation & Sewer Fund

Sewer Maintenance Program

494PW23D

The Sewer Maintenance Program video inspects and cleans the City's sewer system.

OBJECTIVES

- Clean 230 miles of the City sewer system.
- Respond to all reported sewer stoppages.
- Check and clean the Mariposa pump house twice a month.
- Check and clean various trouble areas, siphons, manholes, restaurants, and mainlines with root problems on a monthly basis.
- Repair and remodel manholes and construct and repair sewer and drainage lines.
- Check seven stormwater pump houses before storms for operational readiness.
- Video inspect main sewer line for damage assessment.

BUDGET HIGHLIGHTS

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

PROGRAM SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	8.000	7.000	7.000	
Salaries & Benefits	\$ 868,479	\$ 745,462	\$ 755,024	\$ 9,562
Materials, Supplies, Services	599,577	653,902	712,223	58,321
Capital Outlay		262,191		(262,191)
Capital Improvements	254,966	80,000	100,000	20,000
TOTAL	<u>\$ 1,723,022</u>	<u>\$ 1,741,555</u>	<u>\$ 1,567,247</u>	<u>\$ (174,308)</u>

Water Reclamation & Sewer Fund

Operations Program - Engineering & Design Section

494PW23A

		EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
STAFF YEARS		2.100	2.147	2.197	0.050
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 217,164	\$ 201,910	\$ 203,303	\$ 1,393
60006	Overtime	8	3,191	3,191	
60012	Fringe Benefits	68,655	86,456	35,745	(50,711)
60012.1008	Fringe Benefits - Retiree			1,063	1,063
60012.1509	Fringe Benefits - Pension			46,342	46,342
60012.1528	Fringe Benefits - Workers Comp			3,557	3,557
60020	Projects Salaries	(37,643)			
		248,184	291,557	293,201	1,644
MATERIALS, SUPPLIES, SERVICES					
62085	Other Professional Services	\$ 229,161	\$ 412,000	\$ 354,000	\$ (58,000)
62140	Special Services	2,872	3,000	3,000	
62220	Insurance	148,978	165,293	426,529	261,236
62235	Services of Other Dept - Indirect	148,467	158,382	177,618	19,236
62240	Services of Other Dept - Direct	63,457	67,227	65,971	(1,256)
62300	Special Departmental Supplies	877	1,200	1,200	
62420	Books & Periodicals	484	200	200	
62475	F532 Vehicle Equipment Rental	17,307	25,562	19,902	(5,660)
62485	F535 Comm Equip Rental	19,814	17,831	16,406	(1,425)
62496	F537 Computer Equip Rental	11,421	13,957	14,369	412
62755	Training	2,938	5,500	5,500	
62895	Miscellaneous	830	800	800	
63005	Depreciation - Building	827,045	830,107	830,107	
63010	Depreciation - Infrastructure	2,000	2,000	2,000	
		1,475,651	1,703,059	1,917,602	214,543
SECTION TOTAL		\$ 1,723,835	\$ 1,994,616	\$ 2,210,803	\$ 216,187

Water Reclamation & Sewer Fund

Operations Program - Industrial Waste & Inspection Section

494PW23B

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2010-11	FY 2011-12	FY 2012-13	PRIOR YEAR
STAFF YEARS		1.250	1.250	1.250	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 140,574	\$ 131,471	\$ 131,462	\$ (9)
60012	Fringe Benefits	43,156	54,399	20,873	(33,526)
60012.1008	Fringe Benefits - Retiree			605	605
60012.1509	Fringe Benefits - Pension			30,521	30,521
60012.1528	Fringe Benefits - Workers Comp			2,025	2,025
60020	Projects Salaries	100,359			
		284,089	185,870	185,486	(384)
MATERIALS, SUPPLIES, SERVICES					
62085	Other Professional Services	\$ 5,805	\$ 36,000	\$ 36,000	
62170	Private Contractual Services	1,423,639	1,387,910	1,392,950	5,040
62235	Services of Other Dept - Indirect	52,438	58,588	57,981	(607)
62420	Books & Periodicals		1,000	1,000	
62435	General Equip Maint & Repair	28,920	45,500	84,890	39,390
62700	Memberships & Dues	1,488	22,515	22,515	
62755	Training		575	575	
62895	Miscellaneous	21	200	200	
62496	F537 Computer Equip Rental	353	373	247	(126)
		1,512,664	1,552,661	1,596,358	43,697
SECTION TOTAL		\$ 1,796,753	\$ 1,738,531	\$ 1,781,844	\$ 43,313

Water Reclamation & Sewer Fund

Operations Program - Plant Operations & Maintenance Section

494PW23C

		EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
STAFF YEARS		0.850	0.850	0.850	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 107,175	\$ 104,119	\$ 103,703	\$ (416)
60012	Fringe Benefits	36,881	40,860	14,970	(25,890)
60012.1008	Fringe Benefits - Retiree			411	411
60012.1509	Fringe Benefits - Pension			23,614	23,614
60012.1528	Fringe Benefits - Workers Comp			1,597	1,597
60020	Projects Salaries	(62,715)			
		81,341	144,979	144,295	(684)
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 844,156	\$ 950,000	\$ 920,000	\$ (30,000)
62085	Other Professional Services	69,435	200,000	75,000	(125,000)
62135	Governmental Services	91,686	1,913,850	1,662,150	(251,700)
62170	Private Contractual Services	2,348,271	2,408,115	2,402,116	(5,999)
62230	BWP Billing Service	835,014	831,196	874,517	43,321
62235	Services of Other Dept - Indirect	226,193	223,587	179,494	(44,093)
62316	Software & Hardware	3,500	12,000	12,000	
62415	Uncollectible Receivables	211,493			
62420	Books & Periodicals		150	150	
62435	General Equip Maint & Repair	132,081	150,800	118,000	(32,800)
62475	F532 Vehicle Equipment Rental	36,102	35,827	42,296	6,469
62496	F537 Computer Equip Rental	52,791	1,303	640	(663)
62735	Emissions & Permit Fees	70,052	90,000	110,000	20,000
62755	Training		395	395	
62820	Bond Interest & Redemption	690,793	707,053	678,653	(28,400)
62825	Bond Issuance Costs	17,333	69,600	69,600	
62830	Bank Service Charges	1,800			
62830.1000	Credit Card Merchant Fees	2,189	13,814	13,814	
62895	Miscellaneous	14	150	150	
63000	Depreciation - Land	315,724	315,724	315,724	
63005	Depreciation - Building	1,177,013	596,513	1,454,009	857,496
63010	Depreciation - Infrastructure	335,309	332,247	336,121	3,874
63015	Depreciation - Machinery	25,503	23,628	28,492	4,864
63020	Depreciation - Other Facilities	1,004,782	816,341	816,341	
63025	Depreciation - Other Util Assets	15,602	15,602	15,602	
		8,506,836	9,707,895	10,125,264	417,369
CAPITAL IMPROVEMENTS					
15022	Buildings - Work in Progress	\$ 1,453,234			
15022.19261	Plant Op. Improvements		498,070	485,360	(12,710)
15022.20091	Water Rec Plant HVAC Repl.		190,000	160,000	(30,000)
15032.19260	Sanitary Sewer Rep & Upgrades	1,946,487	900,000	900,000	
15032.20558	Beachwood Force Main Replacement			2,750,000	2,750,000
15042.13650	Sanitary Sewer Rep & Upgrades	71,560			
15042.14293	Water Rec Plant Oper Impvts	114,366			
15042.15722	Equalization Basin Project	17,149,649			
15052.15210	Hyperion Capital Construction	488,272	381,525	440,850	59,325
		21,223,568	1,969,595	4,736,210	2,766,615
SECTION TOTAL		\$ 29,811,745	\$11,822,469	\$ 15,005,769	\$ 3,183,300

Water Reclamation & Sewer Fund

Sewer Maintenance Program

494PW23D

		EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
STAFF YEARS		8.000	7.000	7.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 543,011	\$ 441,862	\$ 439,998	\$ (1,864)
60006	Overtime	11,610	32,261	32,261	
60012	Fringe Benefits	313,629	271,339	106,276	(165,063)
60012.1008	Fringe Benefits - Retiree			3,388	3,388
60012.1509	Fringe Benefits - Pension			100,017	100,017
60012.1528	Fringe Benefits - Workers Comp			73,084	73,084
60015	Wellness Program	229			
		868,479	745,462	755,024	9,562
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 35,173	\$ 34,000	\$ 34,000	
62170	Private Contractual Services	8,623	137,000	100,000	(37,000)
62235	Services of Other Dept - Indirect	259,031	257,648	355,563	97,915
62300	Special Departmental Supplies	12,197	22,000	22,000	
62380	Chemicals	1,424	10,625	10,625	
62435	General Equip Maint & Repair	82,804	41,238	41,238	
62435.19256	Sewer Manhole Adjustment		20,000		(20,000)
62475	F532 Vehicle Equipment Rental	49,750	40,605	38,713	(1,892)
62485	F535 Comm Equip Rental	4,695	4,199	12,077	7,878
62496	F537 Computer Equip Rental	2,686	4,273	4,290	17
62700	Memberships & Dues		1,400	1,400	
62755	Training	3,616	4,300	4,300	
63015	Depreciation - Machinery	110,738	47,774	59,177	11,403
63035	Depreciation - Vehicle	28,840	28,840	28,840	
		599,577	653,902	712,223	58,321
CAPITAL OUTLAY					
15101	Vehicle Clearing		\$ 262,191		\$ (262,191)
			262,191		(262,191)
CAPITAL IMPROVEMENTS					
15032.20549	Sewer Maint Hole Repair Project			\$ 20,000	\$ 20,000
15042.16716	Trash Excluders	214,614			
15042.17533	Repair of Pump Stations	40,352	80,000	80,000	
		254,966	80,000	100,000	20,000
PROGRAM TOTAL		\$ 1,723,022	\$ 1,741,555	\$ 1,567,247	\$ (174,308)

WATER RECLAMATION & SEWER - OPERATIONS
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2010-11	STAFF YEARS 2011-12	STAFF YEARS 2012-13	CHANGE FROM PRIOR YEAR
ASST PW DIR - WASTEWTR	1.000	1.000	1.000	
SR CIVIL ENGINEER	1.000	1.000	1.000	
CIVIL ENGR ASSOC	1.000	1.000	1.000	
CIVIL ENGR ASSISTANT	1.000	1.000	1.000	
TOTAL FULL TIME	4.000	4.000	4.000	
Part Time				
PRINCIPAL CLERK	0.100	0.100	0.100	
SR ADM ANALYST		0.047	0.097	0.050
SR CLERK	0.100	0.100	0.100	
TOTAL PART TIME	0.200	0.247	0.297	0.050
	*	*	*	
TOTAL STAFF YEARS	4.200 (4)	4.247 (4)	4.297 (4)	0.050

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

WATER RECLAMATION & SEWER - MAINTENANCE
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2010-11	STAFF YEARS 2011-12	STAFF YEARS 2012-13	CHANGE FROM PRIOR YEAR
PUBLIC WORKS SUPV	1.000			
COLLECTION SYS SUPV		1.000	1.000	
COLLECTION SYS LDWORKER	1.000			
COLLECTION SYS JOURNEYMN	3.000	3.000	3.000	
COLLECTION SYS WORKER	3.000	3.000	3.000	
TOTAL FULL TIME	8.000	7.000	7.000	
	*	*	*	
TOTAL STAFF YEARS	8.000 (8)	7.000 (7)	7.000 (7)	

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

Golf Fund

Fund 495

DESCRIPTION

The City of Burbank, under the supervision of the Park, Recreation and Community Services Department, owns and operates the DeBell Golf Course facility which consists of an 18 hole course; a 9 hole course; 3 par course; a driving range; and, a clubhouse. The maintenance and operational costs of the DeBell Golf Course, as well as the financial support for all capital improvement projects related to this facility, are completely funded by golf fees.

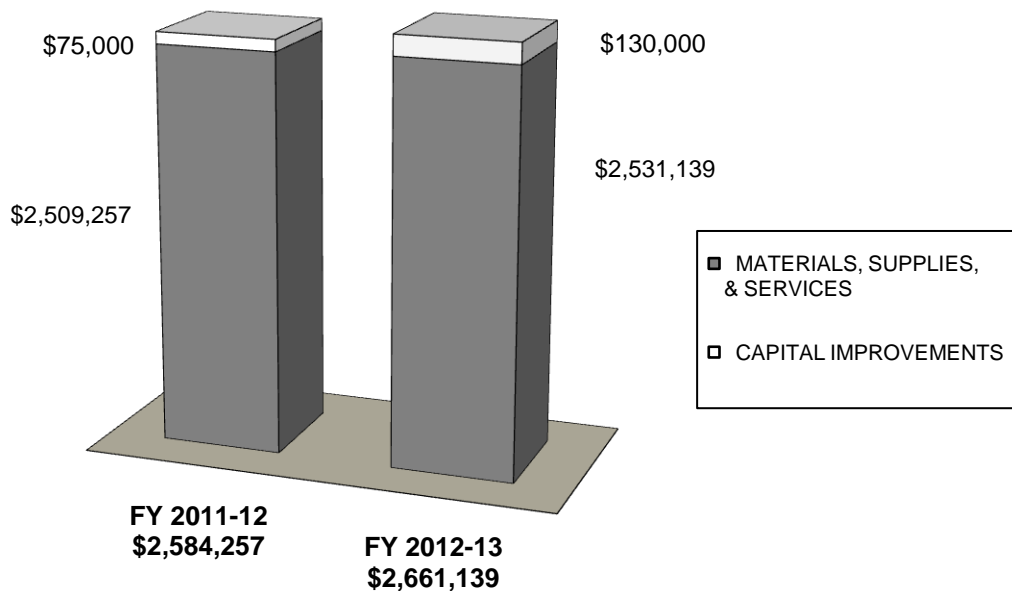
OBJECTIVES

- Provide the community with an aesthetic, challenging, and well maintained public golf complex.
- Complete the golf course capital improvement projects as defined in the Capital Improvement Program (CIP) document.
- In conjunction with the Park, Recreation and Community Services Board and the Golf Fund Oversight Committee, review and make recommendations on matters related to the operations of the DeBell Golf Enterprise Fund.

FUND SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Revenues and Other Income	\$ 1,765,168	\$ 1,867,000	\$ 1,887,000	\$ 20,000
Materials, Supplies, Services	\$ 2,668,923	\$ 2,509,257	\$ 2,531,139	\$ 21,882
Capital Improvements	421,943	75,000	130,000	55,000
TOTAL	\$ 3,090,866	\$ 2,584,257	\$ 2,661,139	\$ 96,882

GOLF FUND 495 SUMMARY



Golf Fund

495PR27A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2010-11	FY 2011-12	FY 2012-13	PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 384,535	\$ 375,000	\$ 460,000	\$ 85,000
62085	Other Professional Services	582,775	12,100	21,400	9,300
62170	Private Contractual Services	536,380	998,000	1,001,000	3,000
62215	Insurance Supplement	15,665	16,740	16,740	
62220	Insurance	22,138	24,563	29,863	5,300
62235	Services of Other Dept-Indirect	463,648	408,782	324,643	(84,139)
62240	Services of Other Dept - Direct	21,308	23,632	23,192	(440)
62300	Special Departmental Supplies	15,710			
62310	Office Supplies	425			
62450	Build Grounds Maint & Repairs	20,928	58,000	58,000	
62496	F537 Computer Equip Rental	331	350	765	415
62815	Note Interest Expense	22,770	21,505	25,000	3,495
62895	Miscellaneous	7,710	2,100	2,100	
63000	Depreciation - Land	127,562	125,550	126,908	1,358
63005	Depreciation - Building	415,532	411,719	411,719	
63010	Depreciation - Infrastructure	3,192	3,192	3,192	
63014	Depreciation - Park	3,777	3,487	3,487	
63015	Depreciation - Machinery	24,537	24,537	23,130	(1,407)
		2,668,923	2,509,257	2,531,139	21,882
CAPITAL IMPROVEMENTS					
15012.1785	Debell Tee Box Renovations	162,631			
15012.1905	Driving Range Irrigation	27,156			
15012.1905	Irrigation Repairs - Hole 5	48,549			
15022.13635	Debell Clubhouse	183,607			
15022.2011	Golf Course Seismic Retrofit		75,000	130,000	
		421,943	75,000	130,000	55,000
TOTAL		\$ 3,090,866	\$ 2,584,257	\$ 2,661,139	\$ 76,882

Refuse Collection & Disposal Fund

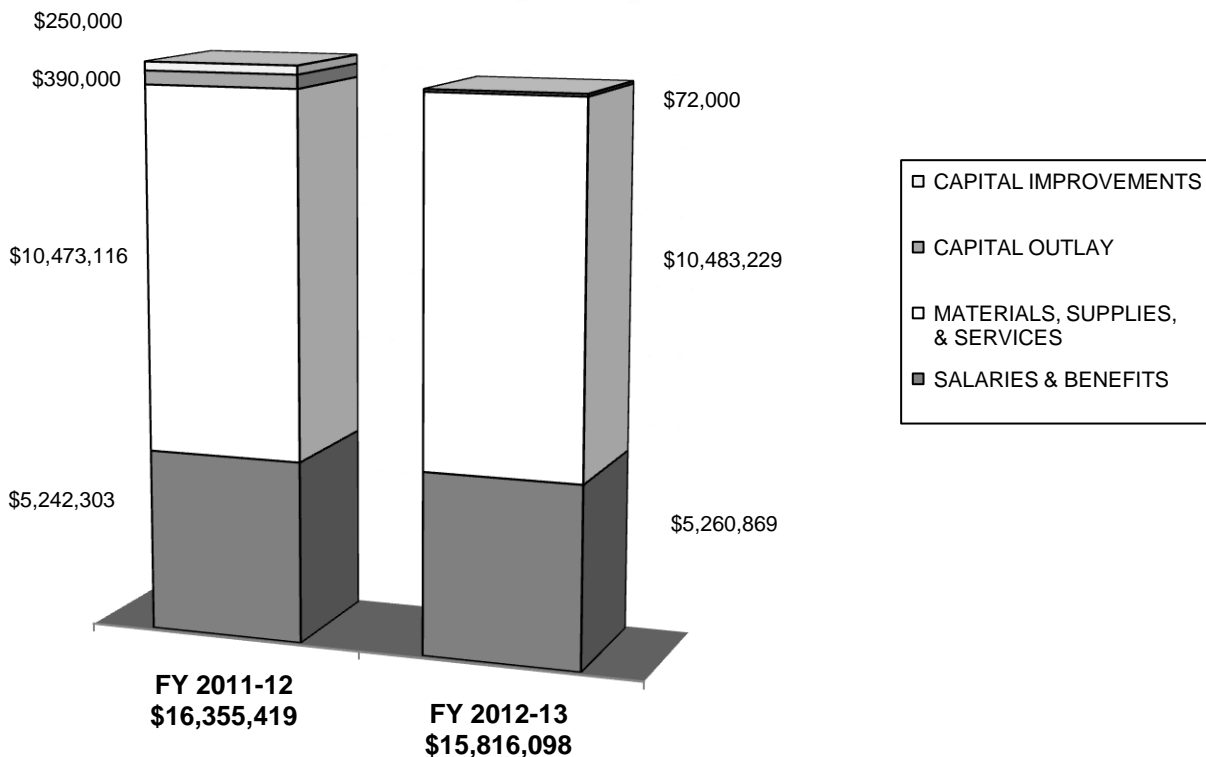
Fund 498

The Refuse Collection and Disposal Fund consists of three sections: Refuse Collection, Refuse Disposal, which includes Landfill Engineering and Operations, and Recycling. Refuse collection, disposal, and recycling revenues are generated from user fees charged to all residents and commercial/industrial users.

FUND SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	48.593	54.257	54.707	0.450
Revenues and Other Income	<u>\$ 15,760,172</u>	<u>\$ 16,443,046</u>	<u>\$ 15,972,011</u>	<u>\$ (471,035)</u>
Salaries & Benefits	\$ 4,246,266	\$ 5,242,303	\$ 5,260,869	18,566
Materials, Supplies, Services	10,131,489	10,473,116	10,483,229	10,113
Capital Outlay	631,333	390,000	72,000	(318,000)
Capital Improvements	<u>45,061</u>	<u>250,000</u>		<u>(250,000)</u>
TOTAL	<u>\$ 15,054,149</u>	<u>\$ 16,355,419</u>	<u>\$ 15,816,098</u>	<u>\$ (539,321)</u>

REFUSE COLLECTION & DISPOSAL FUND 498 SUMMARY



Refuse Collection & Disposal Fund

Refuse Collection Section

498PW31A

The Refuse Collection Section is responsible for servicing all single family residential units, 60% of the multi-family residential units in the City, and 10% of all commercial/industrial customers in the City. Collection and disposal revenues are generated from fees charged to all residents and commercial users. The Refuse Division assists with the implementation of the City's Source Reduction and Recycling Plan (AB 939).

OBJECTIVES

- Maintain the City's high rate of solid waste diversion through the development and implementation of source reduction, recycling, and greenwaste collection programs.
- Provide excellent customer service while safely removing and delivering refuse, greenwaste, recyclables, and bulky items from customers to appropriate receiving facilities.
- Maintain accurate and retrievable records relating to refuse, greenwaste, and recycling collection.

CHANGES FROM PRIOR YEAR

The Salaries & Benefits budget includes an increase in funding. 30% of Fleet Services Supervisor's and 15% of Fleet Superintendent's salaries and benefits are being funded from the 498 Fund to reflect the amount of time these positions spend working directly for the Refuse Division.

BUDGET HIGHLIGHTS

Private Contractual Services provides for services such as temporary labor to cover staff shortages, special projects, and public information signs on the sides of the refuse trucks.

The BWP Billing Service account reimburses Burbank Water and Power for billing and collecting revenues from all refuse customers for the Public Works Department.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology). This allocation is calculated based on the annual cost allocation study following Federal Office of Management and Budget (OMB) guidelines.

A one-time capital outlay request in the amount of \$72,000 was approved for the replacement of two vehicles.

SECTION SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	38.593	44.257	44.707	0.450
Salaries & Benefits	\$ 3,176,381	\$ 4,106,517	\$ 4,149,682	\$ 43,165
Materials, Supplies, Services	6,284,155	6,047,124	6,081,235	34,111
Capital Outlay	631,333	390,000	72,000	
TOTAL	<u>\$ 10,091,869</u>	<u>\$ 10,543,641</u>	<u>\$ 10,302,917</u>	<u>\$ (240,724)</u>

Refuse Collection & Disposal Fund

Refuse Disposal Section

498PW31B

The Refuse Disposal Section operates the City's landfill in accordance with federal, state, county, and local regulations and permits. Based on the present rate of disposal, the permitted landfill capacity is designed to last until the year 2053.

OBJECTIVES

- Maintain safe and adequate landfill operations.
- Compact and cover refuse each day with alternative daily cover (reusable tarps).
- Maintain all records, complete all reports, and comply with permit conditions required by agencies that regulate the landfill.
- Maintain landscaping and irrigation improvements as required by the Conditional Use Permit and the Regional Water Quality Control Board.
- Expand landfill gas collection system in Landfill No. 3 and operate and maintain the landfill gas collection system.
- Provide landfill gas emissions monitoring, testing, analysis, and reporting.
- Provide groundwater and surface water quality monitoring, including sampling, analysis, and reporting.
- Operate the City's greenwaste transfer site at the landfill.

BUDGET HIGHLIGHTS

Private Contractual Services provides for services such as engineering design and landfill permitting; landfill gas collection system operation, monitoring, and maintenance; groundwater and surface water quality monitoring; landscape and irrigation system maintenance and landscape architectural services; specialty technician services for groundwater well pump maintenance; methane migration monitoring and alarm system; and an automated truck weighing system. Refer to the Professional Services Agreements (PSA) listing in the Appendix for detailed information.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	5.000	5.000	5.000	
Salaries & Benefits	\$ 604,135	\$ 582,504	\$ 560,918	\$ (21,586)
Materials, Supplies, Services	2,676,683	2,825,004	2,796,508	(28,496)
TOTAL	<u>\$ 3,280,818</u>	<u>\$ 3,407,508</u>	<u>\$ 3,357,426</u>	<u>\$ (50,082)</u>

Refuse Collection & Disposal Fund

Recycling Section

498PW31C

The Recycling Section activities include the curbside collection of recyclables for single-family residential, a portion of multi-family residential, and commercial recycling collection. This section also provides public education and outreach on numerous environmental issues, operating several other recycling programs such as oil recycling and composting. The operation to process recyclables at the Recycle Center is conducted by a private contractor and administered by the Street and Sanitation Division, while in-house City staff conducts the public outreach and administers the other recycling programs.

OBJECTIVES

- Continue the Source Reduction and Recycling Element, as required by the California Integrated Waste Management Act of 1989. Work with the business community to assist them in developing recycling and source reduction plans.
- Continue a comprehensive public awareness program to inform residents about recycling of solid waste and household hazardous waste.
- Operate the Learning Center area with "hands on" exhibits and displays at the Recycle Center. Increase recycling goals to reduce the waste deposited in the landfill by targeting businesses to raise the overall level of business recycling.

BUDGET HIGHLIGHTS

Private Contractual Services provides for services such as the private waste collector fee audit per Ordinance No. 3310; office and building equipment maintenance contractors; waste oil, oil filters and anti-freeze removal from the Recycle Center; professional and artistic services; and public awareness campaigns to promote recycling, source reduction workshops, and special education events.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	5.000	5.000	5.000	
Salaries & Benefits	\$ 465,750	\$ 553,282	\$ 550,269	\$ (3,013)
Materials, Supplies, Services	1,170,651	1,600,988	1,605,486	4,498
Capital Improvements	45,061	250,000		(250,000)
TOTAL	\$ 1,681,462	\$ 2,404,270	\$ 2,155,755	\$ (248,515)

Refuse Collection & Disposal

Refuse Collection

498PW31A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2010-11	FY 2011-12	FY 2012-13	PRIOR YEAR
STAFF YEARS		38.593	44.257	44.707	0.450
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 1,964,594	\$ 2,541,369	\$ 2,529,610	\$ (11,759)
60006	Overtime	13,694	39,167	39,167	
60012	Fringe Benefits	1,197,261	1,525,981	646,018	(879,963)
60012.1008	Fringe Benefits - Retiree			24,424	24,424
60012.1509	Fringe Benefits - Pension			556,581	556,581
60012.1528	Fringe Benefits - Workers Comp			353,882	353,882
60015	Wellness Program	1,370			
60020	Projects Salaries	(1,106)			
60031	Payroll Adjustment	568			
		3,176,381	4,106,517	4,149,682	43,165
MATERIALS, SUPPLIES, SERVICES					
62135	Governmental Services		\$ 2,327	\$ 2,327	
62140	Special Services	270	14,000	14,000	
62170	Private Contractual Services	283,561	276,511	276,511	
62220	Insurance	59,591	66,117	121,576	55,459
62230	BWP Billing Service	925,037	924,070	968,367	44,297
62235	Services of Other Dept - Indirect	871,158	756,138	666,711	(89,427)
62240	Services of Other Dept - Direct	1,040,686	1,201,396	1,354,895	153,499
62300	Special Departmental Supplies	91,609	131,621	131,621	
62310	Office Supplies	621	3,000	3,000	
62405	Uniforms & Tools	8,000	16,000	16,000	
62415	Uncollectible Receivables	296,251			
62435	General Equip Maint & Repair	975	1,530	1,530	
62440	Office Equip Maint & Repair	2,804	9,260	9,260	
62470	F533 Office Equipment Rental		597	597	
62475	F532 Vehicle Equipment Rental	1,537,499	1,620,833	1,531,172	(89,661)
62485	F535 Comm Equip Rental	88,723	94,456	53,540	(40,916)
62496	F537 Computer Equip Rental	57,490	7,423	7,825	402
62700	Memberships & Dues		756	756	
62755	Training	555	5,159	5,159	
63000	Depreciation - Land	2,473	2,473	2,473	
63005	Depreciation - Building	201,650	201,650	201,650	
63010	Depreciation - Infrastructure	7,461	4,750	8,816	4,066
63015	Depreciation - Machinery	50,145	54,703	54,703	
63035	Depreciation - Vehicle	757,596	652,354	648,746	(3,608)
		6,284,155	6,047,124	6,081,235	34,111
CAPITAL OUTLAY					
15022.15718	CNG Time Fill Station	\$ 58,305			
15032.15718	CNG Time Fill Station	33,693			
15042.18409	Auto Arm Assembly Replace	273,516			
15101	Vehicle Clearing	265,819	390,000	72,000	(318,000)
		631,333	390,000	72,000	(318,000)
SECTION TOTAL		\$ 10,091,869	\$ 10,543,641	\$ 10,302,917	\$ (240,724)

Refuse Collection & Disposal

Refuse Disposal

498PW31B

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2010-11	FY 2011-12	FY 2012-13	PRIOR YEAR
STAFF YEARS		5.000	5.000	5.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 388,427	\$ 361,208	\$ 341,170	\$ (20,038)
60006	Overtime	15,824	19,977	19,977	
60012	Fringe Benefits	179,380	201,319	76,792	\$ (124,527)
60012.1008	Fringe Benefits - Retiree			2,420	2,420
60012.1509	Fringe Benefits - Pension			77,921	77,921
60012.1528	Fringe Benefits - Workers Comp			42,638	42,638
60020	Projects Salaries	20,504			
		604,135	582,504	560,918	(21,586)
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 80,854	\$ 85,000	\$ 85,000	
62135	Governmental Services	112,396	125,000	125,000	
62140	Special Services	270	3,000	3,000	
62170	Private Contractual Services	659,627	770,000	770,000	
62235	Services of Other Dept - Indirect	164,633	143,341	171,688	28,347
62300	Special Departmental Supplies	15,035	15,000	15,000	
62405	Uniforms & Tools	995	2,000	2,000	
62440	Office Equipment Maintenance	610			
62475	F532 Vehicle Equipment Rental	512,500	540,278	510,391	(29,887)
62496	F537 Computer Equip Rental	1,010	956	1,500	544
62700	Memberships & Dues	793	800	800	
62710	Travel		2,000	2,000	
62755	Training	1,000	3,000	3,000	
62820	Bond Interest & Redemption	402,668	414,223	386,723	(27,500)
62825	Bond Issuance Costs	44,920	44,920	44,920	
62830.1000	Credit Card Merchant Fees	3,029	3,600	3,600	
62920	Trust Fund Set Aside	421,077	425,000	425,000	
63000	Depreciation - Land	106,201	103,443	103,443	
63010	Depreciation - Infrastructure	13,865	11,885	11,885	
63035	Depreciation - Vehicle	135,200	131,558	131,558	
		2,676,683	2,825,004	2,796,508	(28,496)
CAPITAL OUTLAY					
15032.16718	Fiber Link to Technicolor	\$ 237,690			
15101	Vehicle Clearing	604,354	390,000		(390,000)
		842,044	390,000		(390,000)
SECTION TOTAL		\$ 3,280,818	\$ 3,407,508	\$ 3,357,426	\$ (50,082)

Refuse Collection & Disposal

Recycling

498PW31C

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2010-11	FY 2011-12	FY 2012-13	PRIOR YEAR
STAFF YEARS		5.000	5.000	5.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 332,813	\$ 367,701	\$ 365,322	\$ (2,379)
60006	Overtime	805	4,000	4,000	
60012	Fringe Benefits	152,429	181,581	77,524	(104,057)
60012.1008	Fringe Benefits - Retiree			2,420	2,420
60012.1509	Fringe Benefits - Pension			85,617	85,617
60012.1528	Fringe Benefits - Workers Comp			15,386	15,386
60015	Wellness Program	405			
60020	Projects Salaries	(21,090)			
60031	Payroll Adjustment	388			
		465,750	553,282	550,269	(3,013)
MATERIALS, SUPPLIES, SERVICES					
62170	Private Contractual Services	\$ 719,333	\$ 1,140,000	\$ 1,140,000	
62170.1001	Temporary Staffing	20,377			
62170.17535	DOC City/County 07-08	9,072			
62170.18406	Used Oil 14th Cycle	2,714			
62170.18407	DOC City/County Funds 08	(13)			
62170.18408	Pop Up Repairs		20,000	20,000	
62170.19011	Oil Block Grant 15th Cycle	15,023			
62170.19012	DOC City/County Funds 09	2,240			
62170.19620	Oil Block Grant 16th Cycle	8,575			
62235	Services of Other Dept-Indirect	306,324	319,836	316,540	(3,296)
62300	Special Departmental Supplies	42,078	55,800	55,800	
62310	Office Supplies	10,491	26,300	26,300	
62405	Uniforms & Tools	327	500	500	
62420	Books & Periodicals	208	600	600	
62440	Office Equip Maint & Repair	8,805	800	800	
62475	F532 Vehicle Equipment Rental			2,701	2,701
62485	F535 Comm Equip Rental	10,024	9,694	9,692	(2)
62496	F537 Computer Equip Rental	4,189	3,869	4,376	507
62700	Memberships & Dues	3,900	6,500	6,500	
62710	Travel	1,495	2,160	2,160	
62755	Training	420	2,000	2,000	
62895	Miscellaneous	190	8,050	8,050	
63005	Depreciation - Building	1,699	1,699	6,287	4,588
63015	Depreciation - Machinery	1,124	1,124	1,124	
63035	Depreciation - Vehicle	2,056	2,056	2,056	
		1,170,651	1,600,988	1,605,486	4,498
CAPITAL IMPROVEMENTS					
15022.16678	Recycle Center Cement Pad	\$ 4,251			
15022.16679	Recycle Center Warehouse Vent	9,000	250,000		(250,000)
15022.16680	Recycle Center Learning	4,311			
15022.16681	Recycle Center Bldg Wash/Paint	597			
15022.16683	Recycle Center Lunch Area	905			
15022.18426	Recycle Center Kitchen/Restroom	21,197			
15022.19618	Recycle Center Warehouse Roof	4,800			
		45,061	250,000		(250,000)
SECTION TOTAL		\$ 1,681,462	\$ 2,404,270	\$ 2,155,755	\$ (248,515)

REFUSE COLLECTION & DISPOSAL

AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2010-11	STAFF YEARS 2011-12	STAFF YEARS 2012-13	CHANGE FROM PRIOR YEAR
PW SUPERVISOR	1.000	1.000	1.000	
RECYCLING COORDINATR	1.000	1.000	1.000	
LANDFILL SUPERVISOR	1.000	1.000	1.000	
SOLID WASTE SUPV	2.000	2.000	2.000	
SOLID WASTE LEADWORKER	1.000	1.000	1.000	
RECYCLING SPECIALIST	1.000	1.000	1.000	
SR ADMINISTRATIVE ANALYST	1.000	1.000	1.000	
LANDFILL LEADWORKER	1.000	1.000	1.000	
HEAVY EQUIPMENT OPR	2.000	2.000	2.000	
SOLID WASTE UTILITY WORKER	2.000	2.000	2.000	
SOLID WASTE TRUCK OP	24.000	24.000	24.000	
SR CLERK	3.000	3.000	3.000	
SR SECRETARY	1.000	1.000	1.000	
FLEET MAINT TECH		2.000	2.000	
SR FLEET MAINT TECH		1.000	1.000	
INTERMEDIATE CLERK	2.000	2.000	2.000	
UTILITY WORKER	3.000	3.000	3.000	
TOTAL FULL TIME	46.000	49.000	49.000	
Part Time	*	*	*	
SOLID WASTE TRUCK OP	1.743 (7)	1.743 (7)	1.743 (7)	
WORK TRAINEE I	0.500 (1)	0.500 (1)	0.500 (1)	
SKILLED WORKER	0.500 (1)	0.500 (1)	0.500 (1)	
PW SUPERVISOR	0.050	0.050	0.050	
CEMENT FINISHER	0.050	0.050	0.050	
STREET MAINT LEADWORKER	0.050	0.050	0.050	
HEAVY EQUIPMENT DRIVER	0.300	0.300	0.300	
PW JOURNEYMAN	0.100	0.100	0.100	
HEAVY EQUIPMENT OPR	0.300	0.300	0.300	
FLEET MAINT TECH		1.142	1.142	
FLEET SRVS SUPV			0.300	0.300
FLEET SUPT			0.150	0.150
TIRE MAINT WKR		0.319	0.319	
WELDER		0.203	0.203	
TOTAL PART TIME	3.593 (9)	5.257 (9)	5.707 (9)	0.450
	*	*	*	
TOTAL STAFF YEARS	49.593 (55)	54.257 (58)	54.707 (58)	0.450

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS